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State of Wisconsin  
Department of Workforce Development  
Jim Doyle, Governor  
Roberta Gassman, Secretary  
Bill Clingan, Division Administrator

Date: April 5, 2005

To: Workforce Development Board Directors  
ASSET Users Group Members

From: Connie Colussy, Director  
Bureau of Workforce Programs

Subject: **Workforce Investment Act (WIA) Title 1B: Participant Eligibility and Case File Documentation Guides**

Monitoring of Wisconsin's WIA Title 1B program by the U.S. Department of Labor found instances where eligibility determination and participant records were inadequately documented. The Division of Workforce Solution's onsite monitoring in recent years, as well as the recently completed data element validation, has also identified similar deficiencies. Such documentation is required to ensure that WIA funds and services are appropriately provided.

To help Wisconsin meet these federal standards, we have developed two types of guides for your use. If you already have locally-developed guides that meet your needs, you may continue to use them.

The *Guide to WIA Eligibility Determination and Documentation* lists the WIA eligibility criteria and appropriate documentation sources. The *Guide to Participant Case File Documentation* outlines the file documentation requirements for services eligibility and program activities. Both guides have adult/dislocated worker and youth versions. These guides will be posted on the WIA Worker Training web site at <http://dwd.wisconsin.gov/dwspts/resourcewebs/wia/default.htm>.

We hope these guides will help you create and maintain your participant files in accordance with state and federal standards. If you have any questions, please contact your assigned Local Program Liaison.

Enclosures

cc: Dianne Reynolds  
Local Program Liaisons